



+ Overseas Scheme

Managed by the
Malta Council for the Voluntary Sector

Youth Voluntary Work Scheme

An Opportunity for Young People and Voluntary Organisations

Contents	Page
1.0 Brief of the Youth Voluntary Work Scheme	2
1.1 Objective of the Scheme	2
1.2 Aims of the Scheme	2
1.3 Priorities of the Scheme	2
2.0 Procedure of the Youth Voluntary Work Scheme	3
2.1 Young People eligible to participate in the Scheme	3
2.2 Voluntary Organisations eligible to participate in the Scheme	3
3.0 Guidelines for the Youth Voluntary Work Scheme	4
3.1 Introduction	4
3.2 What is accreditation?	4
3.3 Who is the accreditation for?	4
3.4 Requests for accreditation?	5
3.5 Calls by for Application for Host Voluntary Organisation	5
3.6 Issuing of accreditation	5
3.7 Requirements to apply for accreditation	5
3.8 Assessment Criteria	6
3.9 After accreditation	7
3.10 Call for Application of Youth Volunteer Workers	7
3.11 Payment Procedures	8
3.12 Monitoring and Evaluation	8
3.13 Information and Publicity	8
Annex 1 Application for Host Voluntary Organisation	
Annex 2 Application for Youth Voluntary Worker	
Annex 3 Grant Agreement – Host Voluntary Organisations	
Annex 4 Grant Agreement – Youth Volunteers	
Annex 5 Guidelines for Overseas Volunteering	
Annex 6 Code of Conduct for Volunteers	

Youth Voluntary Work Scheme

An Opportunity for Young People and Voluntary Organisations

1.0 Brief of the Youth Voluntary Work Scheme

1.1 Objective of the Scheme

The **Youth Voluntary Work Scheme** is intended to achieve two main goals. The first goal is to help young people improve their skills and employment prospects by giving them an opportunity to take up volunteering as part of their non-formal and informal learning process. It will also enable them to discover the value of voluntary service and helps to foster a sense of community and active citizenship. The second goal of the scheme is to support Voluntary Organisations in attracting young people to volunteering, enabling them to enhance their capacity with new volunteers and fresh ideas.

The Scheme will also support voluntary experience abroad for young people through locally registered voluntary organisations to carry out international volunteer service in Europe, Africa, Asia, Australia and South America.

1.2 Aims of the Scheme

The specific objectives pursued by the **Youth Voluntary Work Scheme** are to:

- ❖ Promote the participation in the community as an active citizen;
- ❖ Improve the level of key competences and skills of young people, including those with fewer opportunities;
- ❖ Foster quality improvements in youth voluntary work; and
- ❖ Promote an intercultural dimension with a non-formal approach.

1.3 Priorities of the Scheme

The following policy priorities will be pursued:

- ❖ Promoting active citizenship to young people by fostering social inclusion and the active participation of young people in society;
- ❖ Promoting young people's social inclusion and well-being, mainly through the empowerment and up skilling of young people, to combat youth unemployment;
- ❖ Raising awareness about voluntary work;
- ❖ Developing basic and transversal skills, such as entrepreneurship, working in a team and leadership skills;

Overseas Specific Priorities:

- ❖ Increase the skills of young people through the practical experience of volunteering abroad;
- ❖ Encourage the learning of another language;
- ❖ Develop the ability to interact with persons of different language and culture;
- ❖ Spread tolerance among young people.

2.0 Procedure of the Support for Youth Voluntary Work Scheme

2.1 Young People eligible to participate in the Scheme

This Scheme allows young people aged 16 to 30 years old to express their personal commitment through unpaid voluntary service for a period of one (1) to twelve (12) months with a local Voluntary Organisation.

In the case of the volunteer experience taking place overseas, the period shall be between two (2) weeks and three (3) months and the aged 18 to 30 years old.

Youth Volunteers are given the opportunity to contribute to the daily work of voluntary organisations according to the particular nature of the same organisation. Youth Volunteers will be allocated a monthly stipend by the Scheme which will be paid to them directly by the Malta Council for the Voluntary Sector.

In the case of the volunteer experience taking place overseas, the Scheme shall also cover up to 75% of flight and accommodation.

2.2 Voluntary Organisations eligible to participate in the Scheme

Only Voluntary Organisations enrolled with the Commissioner for Voluntary Organisations are eligible to participate and host young people under this Scheme. The hosting Voluntary Organisation is responsible for:

- ❖ Training and managing the Youth Volunteers,
- ❖ Monitor and support the Youth Volunteers, especially those working in Voluntary Organisations in the areas of Health, Social and Humanitarian; and
- ❖ Provide an adequate and safe working environment to Youth Volunteers according to local Health and Safety regulations and other work related legislations.

(Applicable for all aspects of the Scheme)

2.3 Voluntary Organisations eligible to participate in the Overseas Scheme

Only Voluntary Organisations enrolled with the Commissioner for Voluntary Organisations are eligible to participate and host young people under the Overseas Scheme. The Voluntary Organisations must also prove that they have at least five years of experience in managing projects and volunteers overseas.

2.3.1 The overseas projects undertaken under this Scheme have to fall under one of these 3 criterias:

- a) The overseas project shall be carried 100% by the Volunatry Organisation applying which shall be locally enrolled with the Comissioner for VO's;**
- b) The overseas project shall be carried by an Internationally recognized and registered Voluntary Organisation with which the local enrolled Volunatry Organisation is affiliated;**
- c) The overseas project shall be carried by a Local Voluntary Organisation registered and recognised in the Country hosting the project with which the local enrolled Volunatry Organisation has a working partnership.**

2.3.2 In this case the hosting Voluntary Organisation is responsible for:

- ❖ Training Youth Volunteers in preparation to their giving service overseas;**
- ❖ Manage Youth Volunteers when they are giving service overseas;**
- ❖ Monitor and support the Youth Volunteers, especially those working in Voluntary Organisations in the areas of Health, Social and Humanitarian;**
- ❖ Provide an adequate and safe working environment to Youth Volunteers according to local Health and Safety regulations and other work related legislations;**
- ❖ Provide all adequate support to Youth Volunteers.**

The following activities are not considered as Youth Voluntary Work Scheme (applicable for all aspects of the Scheme):

- ❖ Unstructured activities;**
- ❖ A work placement in an enterprise;**
- ❖ A paid job;**
- ❖ A recreation or tourist activity;**
- ❖ A language course abroad;**
- ❖ Exploitation of a cheap workforce.**

3.0 Guidelines for the Support for Youth Voluntary Work Scheme

3.1 Introduction

The *Youth Voluntary Work Scheme* aims to support Young People taking an active part in voluntary organisations. The first goal is to help young people improve their skills and employment prospects by giving them an opportunity to take up volunteering as part of their non-formal and informal learning process. It will also enable them to discover the value of voluntary service and helps to foster a sense of community and active citizenship.

The second goal of the scheme is to support Voluntary Organisations in attracting young people to volunteering, enabling them to enhance their capacity with new volunteers and fresh ideas. This guide is intended to help Voluntary Organisations obtain host accreditation for the *Youth Voluntary Work Scheme*.

The third goal of the Scheme is to support voluntary experience abroad for young people through locally registered voluntary organisations to carry out an international volunteer service in Europe, Africa, Asia or South America. The Overseas Scheme is a unique opportunity for young people to come into contact with cultures different from their own and to acquire new skills and abilities useful for their personal and professional growth.

3.2 What is Accreditation?

Accreditation is a requirement needed for Voluntary Organisations to host Youth Volunteers under the *Youth Voluntary Work Scheme*. It is designed to ensure consistently high standards in the Scheme and to help Youth Volunteers find placement in Voluntary Organisations and vice versa.

Accreditation is a quality assurance process facilitating communication between host Voluntary Organisation and the Scheme structures, so that all parties involved are aware of the values, objectives and rules of the Scheme. All accredited Voluntary Organisations must show they have the capacity and structure to able to engage, train, manage, monitor and support Youth Volunteers.

In the case of the Overseas Scheme, Voluntary Organisations also have to give proof of their past experience in the field. The experience of overseas volunteer projects should be of a minimum of five years.



3.3 Who is the Accreditation for?

Accreditation is for Voluntary Organisations that want to receive Young Volunteers under this Scheme. To obtain accreditation, the Voluntary Organisation submitting the Expression of Interest must be enrolled with the Commissioner for Voluntary Organisations, and must show that it has the capacity to host volunteers. A Youth Volunteer must be hosted and give service only with and within the accredited host Voluntary Organisation.

3.4 Calls of Application for Host Voluntary Organisations

Calls for application for Accreditation to become Host Voluntary Organisation shall be issued regularly for Youth Volunteer placements, where Voluntary Organisations must submit the amount of Youth Volunteers being requested and the type of voluntary work these volunteers will be engaged in.

In the case of the Overseas Scheme the Voluntary Organisation shall also provide a list of projects undertaken by the same organisation overseas, a brief of the project in which the Youth Volunteers will be participating and the relevant logistical arrangements.

Voluntary Organisations can submit their Accreditation Application (AA) to become Host Voluntary Organisations at any point in time to be considered for accreditation which call will be kept open throughout the rest of the calendar year.

Voluntary Organisation may apply to host up to four (4) Youth Volunteers locally **and up to four (4) Youth Volunteers overseas** at a go. Should a Voluntary Organisation wish to host more than the indicated number, the VO may express such interest and would be considered should there be a number of Youth Volunteers who still need placement following the take up by other Voluntary Organisations or should there be a number of Youth Volunteers who would specifically wish to work in that particular sector.

Once approved, accreditation is valid for one calendar year, though the MCVS reserves the right to revoke the accreditation during the agreed period should there be reasonable grounds to act in such a manner. An accredited Host Voluntary Organisation must renew its interest to participate in the Scheme in each new calendar year.

In the case of the Overseas Scheme, host approval is awarded on a project by project basis.

3.5 Assessment Criteria

The Evaluation shall be carried out by the Malta Council for the Voluntary Sector which shall assess the Accreditation Application.

More specifically, the accreditors' assessment of an applicant Voluntary Organisation will be based on the following:

For all applicant Voluntary Organisation:

Motivation and experience, in particular:

- motivation for taking part in Scheme
- previous experience with similar placements of Young People which might be The European Volonantary Service (EVS), international projects and working with full-time volunteers

The organisation's aims, activities and capacities, in particular:

- the organisation's aims and objectives
- regular activities
- organisational and administrative capacity, particularly in order to have assurance regarding the number of volunteers the applicant Voluntary Organisation has capacity to host or coordinate at the same time

Risk, safety and well-being, in particular:

- how to prevent risks and crisis management
- how to manage conflicts and cultural shock
- how to guarantee safe working conditions

The management of volunteers, in particular:

- training and managing Young Volunteers
- monitoring, mentoring and supporting Young Volunteers, especially those working in Voluntary Organisations in the areas of Health, Social and Humanitarian Action.

Ideas for future placements, in particular:

- possible themes and activities
- relevance to YVW Scheme objectives and priorities
- inclusion of young people with fewer opportunities
- plans for evaluation during and after a placement
- ideas concerning visibility of YVW

Possible volunteer tasks, in particular:

- awareness of and ideas for well-defined tasks constituting 15 - 30 hours per week
- how to avoid job-substitution and routine tasks
- how to ensure quality task-related training and support

Learning aspects, in particular:

- familiarity with the concepts of non-formal learning
- learning opportunities offered through the service

3.6 After Accreditation

The accredited Host Voluntary Organisations will be listed in the YVW database of accredited organisations in www.maltacvs.org/yvwdatabase. The database is the main tool for Youth Volunteers to find Host Volunray Organisations.

The full name and contact details of the contact person identified in the Accreditation Application form is published together with a description of the organisation, motivation and experience, and the placement environment. The contact person will also be responsible for keeping contact details up-to-date and for liaising with the MCVS.

3.10 Call for Application of Youth Volunteer Workers

Young Persons between the ages of 16-30 can apply for placement under the Youth Volunteer Worker Scheme. The placement under this Scheme shall be to undertake voluntary service for a period of 1 to 12 months with a local Voluntary Organisation.

In the case of the volunteer experience taking place overseas, the period shall be for a period of a minimum of two (2) weeks and a maximum of three (3) months and the age of the volunteer shall be between 18 and 30 years.

The call for Application for Placement under this Scheme for Youth Volunteers shall be kept open throughout the same year.

Youth Volunteers are given the opportunity to choose from the approved placements provided by the Accredited Host VOs. The selection of the Youth Volunteers shall be carried out by the Evaluation Committee managed by the Malta Council for the Voluntary Sector which will evaluate all applications according to a set of established evaluation criteria. As a result of the evaluation all applications are place in a ranking list and Youth Volunteers will be placed in their preferred VO according to the availability.

3.11 Payment Procedures

The financial assistance for the stipend under this Scheme will last for not more than twelve months from date of engagement of the eligible person/s with the accredited Voluntary Organisation. The Youth Volunteers will be required to work with the organisation for either 8 hours, 15 hours or 30 hours weekly placements. The financial assistance given in the form of stipends is fixed at an hourly rate €2.00. (Example: €30.00 per week for Youth Volunteers undertaking a 15hr week placement).

In the case of the volunteer experience taking place overseas, the Scheme shall cover the following:

- a) A €70 weekly allowance to cover accommodation, food and local transportation;**
- b) 75% Travel expenses (flight);**
- c) Travel and health insurance.**

The maximum financial allocation for each volunteer shall be of €2,000.

As part of the Payment Procedures, the MCVS will be responsible to:

- a) Verify the weekly attendance records that are kept by the host organisation in accordance with the Grant Agreement for the issuing of monthly payments;
- b) On such verification MCVS shall inform the Ministry for Social Dialogue, Consumer Affair and Civil Liberties which will subsequently issue the payment due directly to the Youth Volunteer every four working weeks.
- c) In the case of the volunteer experience taking place overseas, verify flight tickets and accommodation and arrange for travel insurance;**

3.12 Monitoring and Evaluation

The MCVS will hold a monitoring visit, to verify compliance with conditions laid down in the YVWS Grant Agreement and Guidelines. The monitoring visit will be supported by a monitoring report and photos.

The Accredited Host Voluntary Organisation accepts to participate in and contribute to monitoring and evaluation activities organised by the MCVS as well as other persons and organisations mandated by them.

The Organisation is to submit to the MCVS a Final Report within two weeks of the end of a Youth Volunteer placement, describing the outcomes.



3.13 Information and Publicity

In order to enhance transparency regarding use of the funds, the names of the Accredited Host Voluntary Organisations and the amount of indirect funding allocated will be published electronically or otherwise.

As part of such publicity, the Accredited Host Voluntary Organisations will be obliged to fix in a prominent place a poster which will be provided by the MCVS which will specify that the entity is participating in the YVW Scheme managed by MCVS. This poster must be so exhibited throughout the Scheme period (i.e. throughout the placement period.)

Accredited Host Voluntary Organisations must collaborate with the MCVS during the organisation of events or promotional activities, including networks and exchanges of experience.

